

Operator's Lesson Plan

National Insurance Crime Bureau

I. Introduction

ICB has a mirror image of NCIC's stolen vehicle file. Every stolen vehicle entered on NCIC will be passed to NICB by NCIC. NICB will enter this record on their file and Interrogate Impound (last 60 days entries), Export, Auction and International Index Files. If a VIN match is made the entering agency will receive an "AM" message from NICB.

II. Objective

Upon completion of this lesson, the user will be able to answer test questions related to the Query, Entry, Modify, and Clear/Cancel of NICB Files into IDACS/NCIC.

III. NCIB Impound File Entry

Agencies enter into one NICB File, the Impound File (NEI). At NICB, in addition to being added to their Impound file, the VIN will also be compared to the NICB theft file. If a matching record is found, the hit is forwarded to the proper NICB division for processing. The entering agency will be contacted. All new thefts are also checked against the Impound file when entered. The impound records will be maintained and returned by NICB for a period of 60 days from the date received. There may be occasions where the VIN does not pass the NICB edits. In these cases quality control at NICB will review these and attempt to correct them. They will notify the sender of any corrections to the VIN. However, if they are not able to correct them the entering agency will be notified. States also have the capability to cancel or modify their existing record.

IV. Retention Period

1. The impound records will be maintained and returned by NICB for a period of 60 days from the date received.

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A. NICB Impound Entry (NEI)

Omnibx Force

File Forms Edit Comm Options Tools Windows Links Help

Transmit Message Window Message Log

ADD IMPOUND RECORD (NEI)

USER DATA

User ID (UID)

Password Field (PWD)

Entering Agency (ENT)

Requestor (RQR)

AGENCY/CASE DATA

Originating Agency Code (ORI) Date of Impound (DOI)

Agency Case Number (OCA) Optional Control Field

IMPOUND DATA

Impounding Agency Code (ORI)

Impound Lot Name (PND)

System Inventory Number (INV) Lot Phone Number (PHO)

Miscellaneous (MSC)

VEHICLE DATA

Vehicle ID Number (VIN) Make (VMA)

Model (VMO) Style (VST) Year of Manufacture (VYR)

LICENSE PLATE DATA

License Plate (LIC) Plate State (LIS)

Plate Type (LIT) Plate Year (LIY)

Datamaxx FOX-PRIM T SPHQ00X7 TSCOTT LOG 0 Message 10:11 Leading Law Enforcement Technology

Impound Data

1. Impounding Agency Code (ORI)
 - a. Required.
 - b. ORI of impounding agency.
2. Impound Lot Name (PND)
 - a. Required.
 - b. Enter up to twenty-four free text characters in this field for the name of the lot where the vehicle is impounded.
 - c. Periods are not allowed.
3. System Inventory Number (INV)
 - a. Any alpha-numeric invoice number assigned by the entering agency.
4. Lot Phone Number (PHO)
 - a. Enter the agency telephone number.

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- b. It should be all numeric with no spaces or special characters.
5. Miscellaneous (MSC)
 - a. This is a free text field to indicate any additional information.
 - b. Periods are not allowed.

V. Modify Impound Vehicle

D. Modify Impound Record (NUI)

Impound Data

1. Impounding Agency Code (ORI)
 - a. Required.
 - b. ORI of impounding agency.
2. Impound System File Number (FIL)
 - a. Required.

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- b. A unique number assigned by the National Insurance Crime Bureau (NICB) for each impound record.
 3. IDACS Number (IDX)
 - a. Required.

VI. Cancel Impound Record

E. Cancel Impound Record (NCI)

The screenshot displays the 'Omnixx Force' application window. The title bar reads 'Omnixx Force'. The menu bar includes 'File', 'Forms', 'Edit', 'Comm', 'Options', 'Tools', 'Windows', 'Links', and 'Help'. The toolbar contains icons for 'Transmit', 'Message Window', and 'Message Log'. The main window is titled 'CANCEL IMPOUND RECORD (NCI)'. The form is organized into four main sections:

- USER DATA:** Includes fields for 'User ID (UID)', 'Password Field (PWID)', 'Entering Agency (ENT)', and 'Requestor (RQR)'.
- AGENCY/CASE DATA:** Includes 'Originating Agency Code (ORI)' (with value 'NISP0000') and an 'Optional Control Field'.
- IMPOUND DATA:** Includes 'Impound System File Number (FIL)' and 'IDACS Number (IDX)'.
- VEHICLE DATA:** Includes 'Vehicle ID Number (VIN)'.

The bottom status bar shows 'FOX-PRIM', 'T', 'SPHQ00X7', 'TSCOTT', 'LOG', '0 Message', and '13:12'. The 'Datamaxx' logo and 'Leading Law Enforcement Technology' text are at the bottom right.

Impound Data

1. Impound System File Number (FIL)
 - a. Required.
 - b. A unique number assigned by the National Insurance Crime Bureau (NICB) for each impound record.